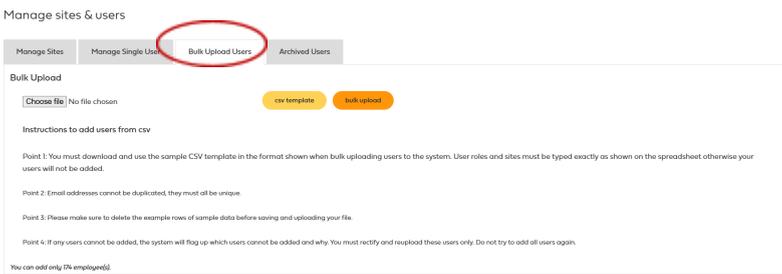
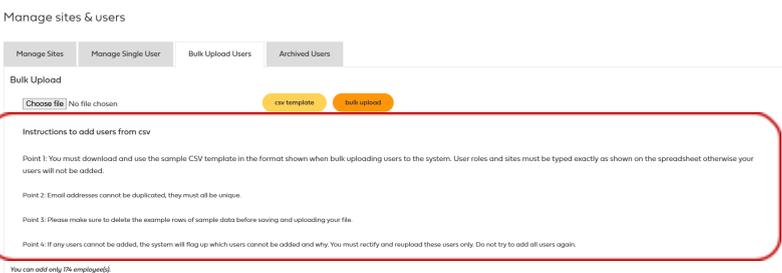


Step	Instruction	Screenshot
Add single user		
1.	<ul style="list-style-type: none"> - Go to Dashboard and click on Manage sites/users. 	<p>Dashboard</p> <p>Account Details</p> <p>Name: Andrea Watson Company: Big Byte Company change</p> <p>Employees: 24 current total</p> <p>Licenses: 25/200 used/total 175 licenses remaining 0 pending release refresh</p> <p>Total courses: 21 (View Courses)</p> <p>Survey credits: 1/130 Food Safety Culture refresh</p> <p>buy f/c credits upgrade account</p> <p>Monthly statistical overview for March 2025</p> <ul style="list-style-type: none"> 24 Courses completed 27 Courses in progress 21 Refresher required 23 Refresher overdue <p>manage sites/users training matrix employee certificate</p> <p>set refresher food safety culture sample size calculator</p> <p>my courses my course access</p>
2.	<ul style="list-style-type: none"> - Click on “Manage Single User” - Add First Name, Last Name, Email Address, Password. - Then select Role and Site. - Select which courses you want the New User to complete. - Click add user and your user will be added to tolearn. - Please note you can not use the same email twice. - The User will receive an email with their login details. 	<p>Manage sites & users</p> <p>Manage Sites Manage Single User Bulk Upload Users Archived Users Export CSV</p> <p>Add New User</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Select Role <input type="text"/></p> <p>Select Site <input type="text"/></p> <p>add user</p> <p>Select Courses</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allergen Awareness <input checked="" type="checkbox"/> Allergen Awareness (Polish) <input checked="" type="checkbox"/> COSHH <input checked="" type="checkbox"/> DSEA <input checked="" type="checkbox"/> Equality & Diversity <input checked="" type="checkbox"/> Fire Safety Awareness <input checked="" type="checkbox"/> General Data Protection Regulation (GDPR) <input checked="" type="checkbox"/> Introduction to Food Microbiology <input checked="" type="checkbox"/> Labelling <input checked="" type="checkbox"/> Level 2 Food Safety <input checked="" type="checkbox"/> Level 2 Food Safety (Polish) <input checked="" type="checkbox"/> Level 2 HACCP <input checked="" type="checkbox"/> Level 2 Health & Safety <input checked="" type="checkbox"/> Management & Supervisory <input checked="" type="checkbox"/> Manual Handling <input checked="" type="checkbox"/> Noise Awareness <input checked="" type="checkbox"/> Pest Awareness <input checked="" type="checkbox"/> Pest Awareness (Polish) <input checked="" type="checkbox"/> Root Cause Analysis <input checked="" type="checkbox"/> Understanding Food Safety Culture <input checked="" type="checkbox"/> Working at Height
Bulk upload users		
3.	<ul style="list-style-type: none"> - Go to Dashboard and click on Manage sites/users. 	<p>Dashboard</p> <p>Account Details</p> <p>Name: Andrea Watson Company: Big Byte Company change</p> <p>Employees: 24 current total</p> <p>Licenses: 25/200 used/total 175 licenses remaining 0 pending release refresh</p> <p>Total courses: 21 (View Courses)</p> <p>Survey credits: 1/130 Food Safety Culture refresh</p> <p>buy f/c credits upgrade account</p> <p>Monthly statistical overview for March 2025</p> <ul style="list-style-type: none"> 24 Courses completed 27 Courses in progress 21 Refresher required 23 Refresher overdue <p>manage sites/users training matrix employee certificate</p> <p>set refresher food safety culture sample size calculator</p> <p>my courses my course access</p>

Step	Instruction	Screenshot
4.	- Click on “Bulk Upload User”	
5.	Follow instruction on the screen.	
6.		